



Webco press

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# DIGITAL IMAGING ORDER

Customer: \_\_\_\_\_ Date In: \_\_\_\_\_

Job Name: \_\_\_\_\_ Due Date: \_\_\_\_\_

Total Pages to be Output: \_\_\_\_\_  Tabloid  Broadsheet  Mini-Tab  Coupon Book

Image Size: \_\_\_\_\_ Final Page Size: \_\_\_\_\_

Bleeds on Pages: \_\_\_\_\_ Note: Bleed images must exceed Final Page Size by 1/2" on all sides.

File Type:  Macintosh  PC (IBM-compatible)

Media Type:  3.5" Floppy  Zip 100 MB  CD  Zip 250 MB  Jaz 1GB  E-mail/FTP Download

Output To:  Film  Photo Paper  Laser Print

Line Screen Ruling:  85 LPI (required for work printed by Webco)  100 LPI  133 LPI  150 LPI

Proof:  B/W Laser  Color Ink Jet  Dylux  Velox  Color Key  None

NOTE: If a proof is not ordered, Webco will proceed to film, plates & press without an intermediate proof. Customer assumes all responsibility for missing, incorrect or altered files.

Files to be Output: List Exact Folder, File Names, Pages & Colors to be output:

Folder Name	File Name	Page #	Colors
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Phone: Office: \_\_\_\_\_ After Hours: \_\_\_\_\_

To help avoid problems and delays, PLEASE complete the Disk Checklist on reverse side.

## DISK CHECKLIST

Yes No

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Did you back up your files? (Please don't send us your only copy!)                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you provide a current color separated hard copy or color proof?                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you double check image, page and bleed sizes?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you include all <u>current</u> fonts in the <u>correct version</u> needed for this job? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you include all art files?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all art files in one folder?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are photos scanned at 170 dpi? (Higher dpi not needed for output at 85 lpi)                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all art images in position on page documents?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you use 85 lpi screens for work to be printed by Webco?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Were scanned images scaled in PhotoShop (rather than the layout application)?               |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you limit page files to 12 pages or less?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you use CMYK format for all color separations?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you include any Application Software that Webco does not have?                          |

Webco has the following applications: Quark XPress 3.3-4.0, Adobe PageMaker 6.0-6.5, Adobe PhotoShop 5.0, Adobe Illustrator 8.0, Adobe Freehand 8.0 Microsoft Word 6.0, Multi-Ad Creator 3.8

## DO'S AND DON'T'S

- Do make and keep a back up copy of all files sent to Webco!
- Do use 85 lpi screens on all halftones & color photos for work to be printed by Webco.
- Do use CMYK format to separate colors.
- Don't use compression programs on files sent for output.
- Don't use outline type on color background.
- Don't use less than 10 pt type on a single-color reverse background.
- Don't use less than 12 pt type on a multi-color reverse background.

## WARNING!

**Research shows that the single most common problem digital imaging providers face is missing or incompatible fonts. The next most common problem is missing art files. Double-check your disk now to make sure all fonts and art files are included!**

***If you have any questions, please call Marci Eberle at Webco!***

Electronic files sent to Webco must be proofread and free of errors. Customer's disk must contain all necessary data, software, fonts, etc. for Webco to proceed on deadline. It is the customer's responsibility to prepare electronic files in usable form. If the customer fails to prepare electronic files in usable form, customer agrees deadlines will be suspended.